



**U.S. ARMY
QUARTERMASTER
SCHOOL**

Dining Facility Menu Management

Warrior Logisticians



Menu Management

- All costs must be known to be controlled
- If you allow staff to eat at no cost, you receive no credit

➤ Goal: Consistency

- Hot foods served hot, cold foods served cold
- Well-prepared and presented foods
- A variety of choices always available
- Dining concept
- Pleasant service

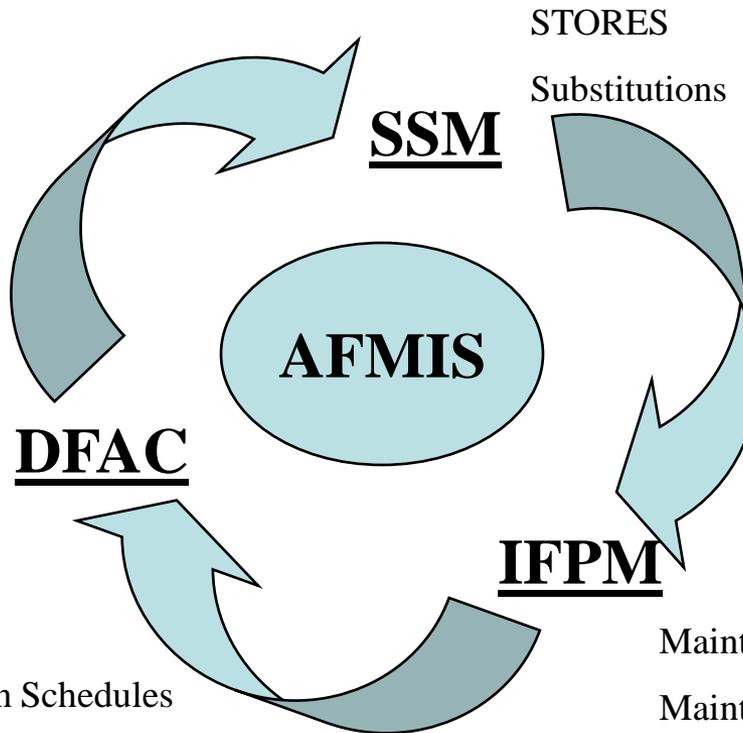


Menu Management

- Reinforce good management procedures.
 - Menu planning cost estimate
 - Post meal cost estimate
 - Identify trends
 - Analyze problem areas
 - Develop solutions and adjust accordingly



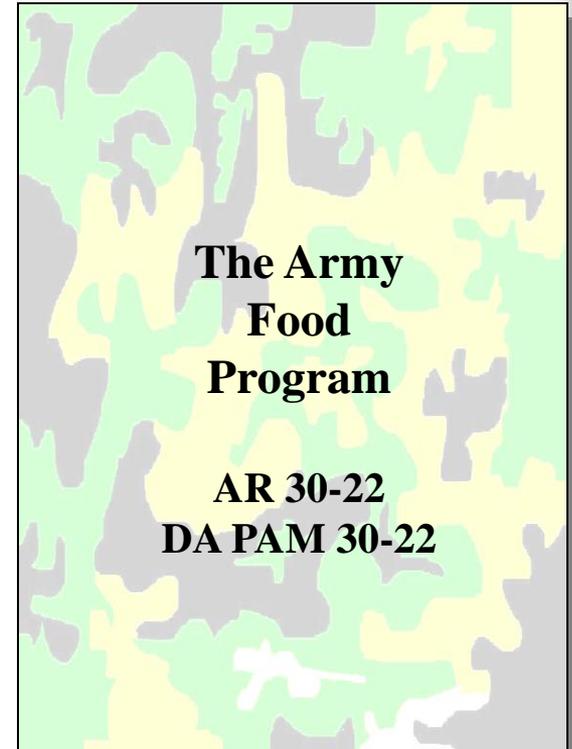
Menu Management



- Develops Menus
- Maintains Templates
- Completes Production Schedules
- Inputs Kitchen Requisitions
- Conducts Inventories
- Orders rations

STORES
Substitutions

- Maintains Recipes
- Maintains Budget
- Chairs FSMB
- Oversees Program





Developing a Cycle Menu

- Can reduce the number of items in the inventory
- Streamlines administrative work – simplifies the use of production schedule templates and expedites the ordering process
- Food Service Personnel (FSP) become consistent in product preparation and can provide input back to management
- Provides a basis for costing out your menus and establishing par ration levels
- You must incorporate the Army Menu Standards – DA PAM 30-22 paragraph 3-70



Cycle Menu Process

- Cycle Menu Considerations:
 - Style of service/concept
 - Dining facility staffing
 - Dining facility equipment limitations
 - BDFA
 - Account status
 - Customer preferences/demographics/marketing
 - Projected headcount
 - Special occasions
 - Pricing offset/expensive vs. inexpensive mix



Cycle Menu Process

- Food Product Considerations:
 - Market costs during the year
 - Nutritional adequacy
 - Product availability
 - Variety and balance
 - Low-calorie items
 - Pre-prepared vs. in-house preparation
 - Cost per item/within BDFA



Pre-Cost the Cycle Menu

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- Input the Cycle menus into AFMIS (Templates)
- When generating Production Schedules:
 - Input at least 5 days before the meal is to be served
 - Review historical meal headcount, (weather, time of year, troop activities) to achieve a realistic projected headcount
 - Review popularity of past meals
 - Plan for back up food items
 - Review BOH, (stockage level report) for non-moving items
 - Put all items on 1 production schedule
 - Put the estimated quantities in for SOP items (do not put 1 or leave blank or you will not get a estimated cost)
 - After input of Production schedules AFMIS will generate approximate cost of the meal

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Pre-Cost the Cycle Menu

- AFMIS Recipe Cards and SOPs must be current and written correctly to get accurate cost
 - Ensure recipe cards reflect the right product by TIIN
 - Ensure use of correct recipe variation
 - SOPs must be input into AFMIS
 - Kitchen Requisitions will let you know if correct product is reflected in the recipe
 - Kitchen requisition will give actual cost after items are input into AFMIS
- Compare the cost of the meal with the BDFFA
 - By Meal: Divide the cost of the meal reflected on the Production Schedule with the projected headcount
 - Each menu cycle should have high-cost vs. low-cost meals



Purchasing

- Review Catalog for:
 - Best value food items
 - Best packaging, case counts to fit your operation
- Compare AFMIS shopping list requirement with:
 - BOH
 - Due-ins
 - Due-outs
 - Establish par stocks
- Submit shopping lists in a timely manner
- Create order templates where applicable



Receiving, Storage & Issuing

- Date all food items with date received
- Use First in, First out (FIFO), First to Expire stock rotation with the exception of bread
- Record items on Kitchen Requisitions
 - Input item only if used on that meal
 - If bulk issue system is used only issue enough for the day and spread the item over each meal it is used for
 - The Kitchen Requisition will give you the meal cost
- Check dates on rations to see if they are being used in a timely manner



Receiving, Storage & Issuing

- Conduct 100% weekly physical inventories, this will give a more accurate accounting for subsistence, and a more accurate account status
- The price of food items can change weekly, refer to the Inventory Adjustment Monetary Account report (IAMA) weekly.
- Food items are charged to your account when issued and input into AFMIS from the kitchen requisition.



Food Preparation

- Utilize meal production tools, (Food Risk Management, recipe cards, etc.)
- Control preparation waste
- Sample each food product
- Utilize progressive cookery
- Serve foods at proper temperature



Service

- Review portion sizes with servers prior to the meal
- Do not under serve customers
- Monitor headcount flow to establish peak periods
- Annotate run-out times of entrees to plan for the next time that particular item is served
- Get diner feedback for future menu planning
- Monitor plate waste (at the tray drop off point)



Post-Meal Analysis

- Accurately record meal data on production schedules and kitchen requisitions
- Kitchen requisitions are not 100% accurate due to human error
- Kitchen requisitions are a working tool and give you a daily estimate of actual meal cost
- Review meal cost
 - Use the Meal Cost Analysis Worksheet to track.
 - To get Meal Cost: review completed Kitchen Requisition after input into AFMIS for estimated cost of the meal



Practical Exercise

Meal Cost Analysis

- Tomorrow's Date: 13 December 2011
- BDFA: \$8.19 Brk \$1.64 Lun \$3.27 Din \$3.28

Projected Plate Cost (lunch meal)

Menu Cycle Day:	1	2	3	4	5	
Proj H/C:	300	300	250	365	240	325
Proj P/S Cost:	\$900	\$900	\$900	\$1200	\$670	\$1200

Actual Plate Cost (lunch meal)

Menu Cycle Day:	1	2	3	4	5	
Act H/C:	300	279	240	248	250	320
Act K/R Cost:	\$900	\$900	\$966	\$950	\$700	\$1050

Actual numbers 10 or more off from projection annotated in red



Practical Exercise

Meal Cost Analysis

BDFAs: \$8.19 Brk \$1.64 Lun \$3.27 Din \$3.28

Projected Plate Cost (lunch meal)

Menu Cycle Day:	1	2	3	4	5
Proj H/C:	300	250	365	240	325
Proj P/S Cost:	\$900	\$900	\$1200	\$670	\$1200
	\$3.00	\$3.60	\$3.28	\$2.79	\$3.69

Menus can be adjusted prior to the day of service to align with the BDFAs from the projections

Actual Plate Cost (lunch meal)

Menu Cycle Day:	1	2	3	4	5
Act H/C:	279	240	248	250	320
Act K/R Cost:	\$900	\$966	\$950	\$700	\$1050
	\$3.23	\$4.03	\$3.83	\$2.80	\$3.28

Actual plate cost above the BDFAs are annotated in red

profit or **loss** calculator

Day 1 $\$3.27 \times 279 = \912.33

$\$900$ divided by $279 = \$3.2258 - \$3.27 = 0.0442 \times 279 = +12.33$

Day 2 $\$3.27 \times 240 = \784.80

$\$966$ divided by $240 = \$4.025 - \$3.27 = 0.755 \times 240 = -181.20$



Popularity Index

- Use Meal Projection and Entrée Popularity Index Worksheet. Formula:

– Total Servings Prepared:	100
– Minus Servings Leftover or Discarded:	<u>- 17</u>
– Equals Servings to Customers	83
– Divide by Total Headcount (%)	<u>÷239</u>
– Equals Popularity Index	0.3472
	<u>X100</u>
	34.72 =35%

- For future meals, use the popularity index times the projected headcount to arrive at the estimated number of servings needed to be prepared:

$0.35(\%) \times 275(\text{Projected HC}) = 96.25$ rounded down to 95 servings.



Practical Exercise: Meal Projection and Entrée Popularity Index

- Yesterday's Date: 13 December 2011
- Projected Headcount (lunch meal): 350
- Actual Headcount: 332

<u>Entrees</u>	<u>Prepared</u>	<u>Served</u>
Fried Chicken	100	100
Lasagna	100	92
Roast Beef	50	35

Use formula from previous page to discover the popularity index of these items



- Talk to the diners and personnel to see if changes are successful.

Questions?